



Hanley and Upton Educational Trust

Staff privacy notice

Privacy Notice: HUET Staff Privacy notice

Information for staff

Under data protection law, individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this by providing 'privacy notices' to individuals where we are processing their data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our trust.

We, the trust is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is detailed in the 'contact us' section

The personal data we hold;

We process data relating to those we employ, or otherwise engage, to work at one of the schools in our trust. Personal data that we may collect, use, store and share (when appropriate) about you includes but is not restricted to:

- Contact details and contact preferences
- Date of birth, marital status and gender
- Next of Kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional membership
- Performance information
- Outcomes of disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV images captured by the trust
- Data about your use of the trust's information and communication system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, sickness record

Why we use this data

The purpose of processing this data is to help us run the trust, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the Teachers Review Body

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the trust's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our records retention schedule.

The records retention schedule is available from the DPO on request.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- The Department of Education – to meet our legal obligation to share certain information with it.
- Your family or representatives
- Educators and examining bodies – to enable them to provide the service we have contracted them for
- Our regulator, Ofsted – to meet our legal obligation to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations – to enable them to provide the service we have contracted them for
- Central and local government – to meet our legal obligations to share certain information with them
- Our auditors – to meet our legal obligations to share information with them
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Trade unions and associations – to meet our legal obligations to share certain information with them
- Health authorities - to meet our legal obligations to share certain information with them
- Security organisations – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to meet our legal obligations to share certain information with them
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations – to enable them to provide the service we have contracted them for

- Police forces, courts, tribunals – to meet our legal obligations to share certain information with them
- Professional bodies – to meet our legal obligations to share certain information with them
- Employment and recruitment agencies – to enable them to provide the service we have contacted them for

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our Data Protection Officer.

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mrs Natalie Stimpson
- Email DPO@HUET.co.uk
- Telephone 01684 593241

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Staff Declaration

I, declare that I understand:

- The categories of my personal information The Hanley and Upton Educational Trust collects and uses.
- The Hanley and Upton Educational has a lawful basis for collecting and using my personal information.
- The Hanley and Upton Educational Trust may share my information with the DfE, LA and other stated organisations.
- The Hanley and Upton Educational Trust does not share information about you with anyone without your consent, unless the law and our policies allow us to do so.
- My information is retained in line with the Hanley and Upton Educational Trust's Records Retention Schedule.
- My rights to the processing of my personal information.

Name of staff member: _____

Signature of staff member: _____

Date: _____